



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

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MICHAEL D. ANTONOVICH

April 3, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Altadena Library District, Arts Commission, Assessor, Beach Cities Health District, Charter Oak Unified School District, Coroner, Keppel Union School District, Quartz Hill Water District and Torrance Unified School District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the amended Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

Substantive Changes

Altadena Library District

- Changes the titles of two (2) positions.

Arts Commission

- Expands a disclosure category.
- Changes the titles of three (3) positions.
- Adds *Supervising, Administrative Assistant III* and *Senior Information System Analyst* to the code.
- Corrects the title of one (1) position.

Assessor

- Changes the title of one (1) position.

Beach Cities Health District

- Changes the titles of two (2) positions.
- Adds *Grant Coordinator* to the code.
- Deletes *Health Promotion and Volunteer Services Manager*, and *Business Development Coordinator* from the code due to reorganization.
- Corrects an improper citation related to *Consultants*.

Charter Oak Unified School District

- Changes the title of one (1) position under Public Officials who manage public investments.

Coroner

- Adds *Administrative Services Manager II (Contracts)* to the code.

Keppel Union School District

- Changes the title of one (1) position.
- Adds *Director/Assistant Superintendent of Instructional Services* and *Director/Assistant Superintendent of Support Services* to the code.

Quartz Hill Water District

- Adds *Construction Crew Leader* and *Maintenance Crew Leader* to the code.
- Deletes *Assistant General Manager* from the code due to retirement and reorganization.
- Deletes *Secretary to the Board* under Public Officials Who Manage Public Investments due to reorganization.

Torrance Unified School District

- Adds *Director-Employee Resources* to the code.
- Changes the titles of two (2) positions.
- Deletes *Assistant Superintendent-Elementary* from the code due to reorganization.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,


Sachi A. Hamai
Executive Officer

SAH:DG:gs

Attachments (9)

Chief Administrative Officer
County Counsel

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Person in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ALTADENA LIBRARY DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Finance/HR Director	1, 2, 3
Consultant	5

Effective:

Conflict of Interest Code
of the

ARTS COMMISSION, LOS ANGELES COUNTY

Incorporation of FPPC Regulation 18730
(2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ARTS COMMISSION, LOS ANGELES COUNTY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all investments and business positions.

CATEGORY 2

Persons in this category shall disclose all income and business positions.

CATEGORY 3

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the Arts Commission and its staff and associated with the job assignments of designated positions assigned to this disclosure category.

CATEGORY 4

Persons in this category shall disclose all interests in the following areas:

- A. Business positions, investments in, and income (including gifts and loans) received from for-profit businesses, nonprofit entities and persons that provide arts services utilized by the Arts Commission or that are eligible to receive grants from the Arts Commission;
- B. Any trusteeship or directorship of entities that provide arts services utilized by the Arts Commission or that are eligible to receive grant funds from the Arts Commission.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the Arts Commission which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Director of the Arts Commission.

ARTS COMMISSION, LOS ANGELES COUNTY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Commissioners	4
Executive Director	1, 2
Administrative Assistant III (Director of Grant Programs)	4
Administrative Assistant III (Director of Organizational Development)	3
Administrative Assistant III (Managing Director of Productions)	3
Program Manager I	3
Public Information Officer	3
Project Director	4
Supervising, Administrative Assistant III	4
Senior Information System Analyst	3
Consultants	5

Effective:

Conflict of Interest Code
of the

ASSESSOR

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ASSESSOR

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ASSESSOR

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Assessor	1, 2, 3
Assistant Assessor	1, 2, 3
Chief Deputy, Assessor	1, 2, 3
Administrative Assistant I, II, III	4
Administrative Assistant IV, Assessor	4
Administrative Services Manager I	1, 4
Administrative Services Manager II	1, 4
Administrative Services Manager III, Assessor	1, 2, 3
Appraiser	1, 2, 3
Appraiser Trainee	1, 2, 3
Appraiser Specialist I	1, 2, 3
Appraiser Specialist II	1, 2, 3
Asst. Property Assessment Specialist	1, 2, 3
Chief Appraiser	1, 2, 3
Chief, Management Services, Assessor	1, 2, 3
Chief, Systems Division, Assessor	4
Information Systems Supervisor I	4
Information Systems Supervisor II	4
Director, Assessor's Operations	1, 2, 3
Personnel Officer, Assessor	4
Principal Appraiser	1, 2, 3
Principal Property Assessment Specialist	1, 2, 3
Property Assessment Specialist	1, 2, 3
Senior Property Assessment Specialist	1, 2, 3
Special Assistant, Assessor	1, 2, 3
Staff Assistant II	1, 2, 3
Supervising Administrative Assistant II	1, 4
Supervising Appraiser	1, 2, 3
Supervising Cadastral Engineer III	4
Supply Officer I	4
Consultants	5

Effective:

Conflict of Interest Code
of the

BEACH CITIES HEALTH DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

BEACH CITIES HEALTH DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

BEACH CITIES HEALTH DISTRICT

EXHIBIT "A" (Continued)

CATEGORY 6

Persons in this category shall disclose all interests in the following areas:

- A. Business positions, investments in, and income (including gifts and loans) received from for-profit business and nonprofit entities that provide services of type utilized by BCHD or that are eligible to receive grants or other financial support from BCHD.
- B. Any trusteeship or directorship of entities that provide health services of a type utilized by BCHD or that are eligible to receive grant funds from BCHD.

BEACH CITIES HEALTH DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	1, 2, 3
Chief Executive Officer	1, 2, 3
Youth Services Administrator	4
Director of Community Care Services	4
Director of Community Based Services	4
Director of Real Estate	1, 4
Director of Finance and Business Development	1, 2, 3
Director of Marketing & Communications	4
Director of Health and Fitness	4
General Manager, Center for Health and Healing	4
General Manager-AdventurePlex	4
Members of the Community Health Committee	6
Grant Coordinator	6
Consultant as defined by Section 18701 of the Title 2 of the California Code of Regulations	5

EFFECTIVE:

Conflict of Interest Code
of the

CHARTER OAK UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

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Place of Filing of Statements of Economic Interests

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CHARTER OAK UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Persons in this category shall disclose all income from, investments in, and business positions with any district employee, any representative or association of any such employee; and business positions with, investments in or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.

CATEGORY 6

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

CHARTER OAK UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Personnel Commissioner	4, 5
Assistant Superintendent/Human Resources	4, 5
Assistant Superintendent/Educational Services	4
Director of Facilities	1, 2, 3
Director of Food Services	4
Director of Purchasing	4
Consultant	6

Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Member, School Board

Superintendent

Assistant Superintendent Administrative Services

Director of Fiscal Services

EFFECTIVE:

Conflict of Interest Code
of the

CORONER, DEPARTMENT OF

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

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Place of Filing of Statements of Economic Interests

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CORONER, DEPARTMENT OF

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

CORONER, DEPARTMENT OF
EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Codes</u>
Director, Department of Coroner	1, 2, 3
Chief Medical Examiner - Coroner	1, 2, 3
Administrative Services Manager III	1, 2, 3
Chief, Coroner's Investigations	4
Administrative Services Manager II (Personnel Officer II)	4
Administrative Services Manager II (Contracts)	4
Chief Physician I, M.D.	4
Chief, Forensic Laboratories	4
Assistant Chief, Coroner's Investigations	4
Information Systems Analyst II	4
Administration Assistant III	4
Accounting Officer II	4
Marketing Analyst	4
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

KEPPEL UNION SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

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KEPPEL UNION SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

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CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

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CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

KEPPEL UNION SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Member	1, 2, 3
Superintendent	1, 2, 3
Director/Assistant Superintendent of Business Services	1, 2, 3
Director/Assistant Superintendent of Instructional Services	4
Director/Assistant Superintendent of Support Services	4
Director, Construction, Maintenance, and Operations	4
Director of Food Services	4
Consultant	5

Effective:

Conflict of Interest Code
of the

QUARTZ HILL WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

QUARTZ HILL WATER DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose, in accordance with this Code, all interests in real property within the jurisdiction of the District, except personal residences or property used primarily for personal recreational purposes. Real Property shall be deemed to be within the jurisdiction of the District if the property or any part of it is located within or not more than two miles outside the boundaries of the District or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose, in accordance with this Code, all income from, investments in, and business positions with businesses that produce products or provide services of a type utilized by the District, including but not limited to the areas of building materials; construction; motor vehicles; specialty vehicles; vehicle replacement parts; petroleum products; water quality testing; water transmission; water treatment; water distribution; geological tests and reports; maintenance; repair; safety; engineering; provision of water or power; brokering; accounting; auditing; banking; money management; law; insurance; printing; publication; and office equipment or office supplies.

CATEGORY 3

Persons in this category shall disclose, in accordance with this Code, all investments.

Persons in this category shall also disclose all income received from, or business positions with, any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

CATEGORY 4

Consultants performing the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, consultants who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the District or which could affect financial interests, and those consultants who, under contract, exercise primary responsibility for the management of public investments, shall be required to file Statements of Economic Interests disclosing reportable interests, as determined by the district.

QUARTZ HILL WATER DISTRICT

EXHIBIT "B"

Designated Positions

Disclosure Categories

General Manager	1, 3
Supervising Administration Clerk	2
Construction Crew Leader	2
Maintenance Crew Leader	2
Consultant	4

Public Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200, et seq.

Members of Board of Directors

Effective:

Conflict of Interest Code
of the

TORRANCE UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

Board of Education Members
Superintendent of Schools
Deputy Superintendent – Administrative Services

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
 - b. All investments, business positions, and income.
2. Persons occupying the following positions are designated employees in Category 2:

Chief Academic Officer
Associate Superintendent for School Administration
Senior Director-Certificated Human Resources
Director – Food Services
Director – Information Technologies
Director – Classified Personnel
Director – Curriculum
Director - Purchasing and Administrative Services
Director-Employee Resources

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX (Continued)

- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department, which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
- 3. Persons occupying the following positions are designated employees in Category 3:
 - Personnel Commissioners
 - Chief Academic Officer
 - Associate Superintendent for School Administration
 - Senior Director-Certificated Human Resources
 - Director-Classified Personnel
 - Director-Employee Resources

Designated persons in this category shall disclose all income from, investments in, and business positions with any district employee, any agent or employee association representing any such employee, and business positions with, investments in or income from any entity owned or controlled by such employee or any such employee's spouse or other financial dependent.

- 4. Persons occupying the following positions are designated employees in Category 4:
 - Fiscal Services Officer

Persons in this category shall disclose, in accordance with this code, all investments in, or business positions with, and income from all banks, savings and loans, investment companies, and underwriters

- 5. Persons occupying the following positions are designated employees in Category 5:
 - Consultants

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

TORRANCE UNIFIED SCHOOL DISTRICT

APPENDIX (Continued)

A consultant is an individual who, pursuant to a contract with the district, makes any of several specified governmental decisions or serves in a staff capacity with the district, performing the same or substantially the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. Consultants are individuals who decide whether to: (2 CCR 18700)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

EFFECTIVE: